

Uploading Revised Labeling Registrations or General Updates in the EEA ePLACE Portal

By MDAR Pesticide Program


Amendment Types and Available Registration Updates

Home

MDAR Applications

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

 ☐ MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application
☐ MDAR - Massachusetts Special Local Needs Application

By selecting the Amendment hyperlink in "My Records", Pesticide Product Registrants may:

- Add or delete Alternate Brand Names (ABNs);
- Update product labeling or safety data sheets;
- Modify existing product names;
- Modify EPA Company contact information; or
- Submit Special Local Need (SLN) Registration Applications

Resources Required to Update Labels via the Amendment Link

- An EEA ePLACE Portal Account
- Active registration for the EPA Registration Number where an ABN is desired – either new or renewed product registration
- Electronic Documents (pdf format)
 - Product labeling
 - Safety data sheet

When Are You Able to Update Labels?

- Since there are no fees associated with Label Updates or ABN Registrations, you may add them as follows.
 - During the Online Renewal Process--See pg. 16 of the ePLACE Guide to Product Renewals
 - During the New Product Registration Process-- See pg. 15 of the ePLACE Guide to New Product Registrations
 - When filing an Amendment in the EEA ePLACE Portal--as outlined in the following guidance

The Following Guide will Show You How to Update Labels

Home

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

As you may know from using the EIPAS PR, an Alternate Brand Name (ABN) may be added when completing the New Product or Renewal Registration Processes. But what if you want to add an ABN to an existing "Active" registration? You can add ABNs easily by clicking on the "Amendment" hyperlink.

▼ MDAR

Showing 1-10 of 10 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	04/05/2019	19-ABN-000018-AMD	MDAR - Massachusetts Alternate Brand Name (ABN) Product Registration Application	Product Registration - 3-11		Approved	
<input type="checkbox"/>	04/05/2019	19-ABN-000020-AMD	MDAR - Massachusetts Alternate Brand Name (ABN) Product Registration Application	Product Registration - 3-11		Approved	
<input type="checkbox"/>	04/05/2019	PR-000060	MDAR - Massachusetts Pesticide Product Registration Authorization	Product Registration - 3-11	06/30/2019	Active	Amendment
<input type="checkbox"/>	04/05/2019	PR-000061	MDAR - Massachusetts Pesticide Product Registration Authorization	Product Registration - 4-430	06/30/2019	Active	Amendment

Approved ABNs completed using the "Amendment" process. There are no fees!

Active Registration

Click on the "Amendment" hyperlink to start a new ABN Application process!

Log Into the EEA ePLACE Portal

[Home](#)

<https://permitting.state.ma.us/citizenaccess/>

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

Login


User Name or E-mail:

Password:

[Login »](#)


☐ Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

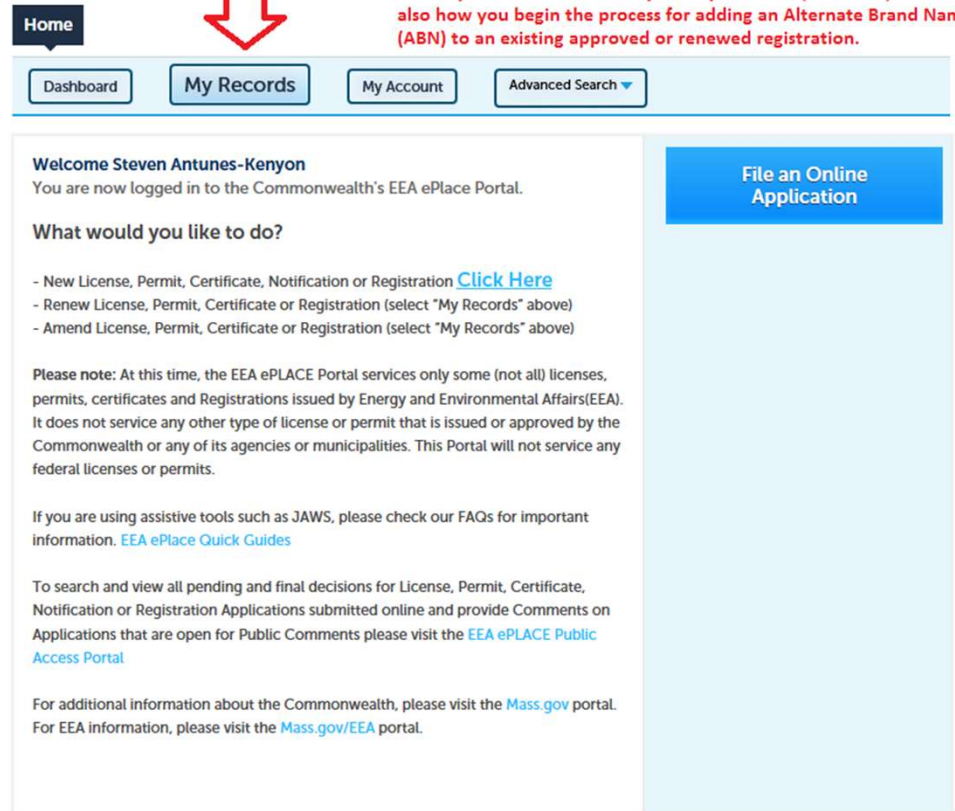


Click on “My Records” or “Collections” if You Use that Feature

Click on
My Records



As you may know, after logging into the ePLACE Portal Account, Registrants and Agents may see all of their records, including Renewal Applications and New Product Registration Applications by clicking on the “My Records” tab. What you may not know; however, is that this is also how you begin the process for adding an Alternate Brand Name (ABN) to an existing approved or renewed registration.



The screenshot shows the ePLACE Portal interface. At the top, there is a navigation bar with buttons for 'Home', 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The 'My Records' button is highlighted with a red arrow and text. Below the navigation bar, the main content area displays a welcome message for Steven Antunes-Kenyon, indicating they are logged into the Commonwealth's EEA ePlace Portal. It lists options for what the user might want to do: 'New License, Permit, Certificate, Notification or Registration' (with a 'Click Here' link), 'Renew License, Permit, Certificate or Registration' (with a note to select 'My Records' above), and 'Amend License, Permit, Certificate or Registration' (with a note to select 'My Records' above). A 'Please note' section states that the portal only services some licenses, permits, certificates, and registrations issued by EEA. It also provides links for assistive tools (JAWS), quick guides, public access portal, and additional information about the Commonwealth and EEA.

Home

Dashboard My Records My Account Advanced Search ▼

Welcome Steven Antunes-Kenyon
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select “My Records” above)
- Amend License, Permit, Certificate or Registration (select “My Records” above)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

If you are using assistive tools such as JAWS, please check our FAQs for important information. [EEA ePlace Quick Guides](#)

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the [EEA ePLACE Public Access Portal](#)

For additional information about the Commonwealth, please visit the [Mass.gov](#) portal.
For EEA information, please visit the [Mass.gov/EEA](#) portal.

File an Online Application

Find the Product Registration (PR) for the Desired ABN

Home

Dashboard My Records My Account Advanced Search


Label or SDS Updates, Product Name Changes, etc. all may be done using the "Amendment" Link. There are not fees associated with Amendments.

MDAR

Showing 1-10 of 10 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	04/05/2019	19-ABN-000018-AMD	MDAR - Massachusetts Alternate Brand Name (ABN) Product Registration Application	Product Registration - 3-11		Approved	
<input type="checkbox"/>	04/05/2019	19-ABN-000020-AMD	MDAR - Massachusetts Alternate Brand Name (ABN) Product Registration Application	Product Registration - 3-11		Approved	
<input type="checkbox"/>	04/05/2019	PR-000060	MDAR - Massachusetts Pesticide Product Registration Authorization	Product Registration - 3-11	06/30/2019	Active	Amendment
<input type="checkbox"/>	04/05/2019	PR-000061	MDAR - Massachusetts Pesticide Product Registration Authorization	Product Registration - 4-430	06/30/2019	Active	Amendment

Active Registration



Select the ABN Option from the Amendment Types and Continue

Home

MDAR Applications

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search



- ☒ MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application
- ☐ MDAR - Massachusetts Special Local Needs Application

Continue Application »

Simply Click Continue Unless You Have Other Changes to Make

[View or Edit](#)

EPA Information

The EPA Registration Number cannot be modified or updated. If you have a new EPA Registration Number that you wish to register, please click the above instruction button and follow the product registration guide to submit a new product registration application.

* EPA Registration Number:

39967-64

Existing Brand Name(s)

PRODUCT BRAND NAME(S)

Do you want to edit or delete an existing Brand Name? If so, select the row for the Brand Name that you wish to update. Select the edit or delete button below to make the necessary changes. You will then be prompted to upload the associated labeling and safety data sheets as may be applicable.

Showing 1-3 of 3

<input type="checkbox"/>	Product Brand Name	
<input type="checkbox"/>	Incredible Power 2X	Actions ▾
<input type="checkbox"/>	Super Preventol P30	Actions ▾
<input type="checkbox"/>	Preventol P30	Actions ▾

[Edit Selected](#) [Delete Selected](#)

New Alternative Brand Name(s)


NEW ALTERNATIVE BRAND NAME(S)

Click the "Add a Row" button below and enter the new Alternate Brand Name (ABN) that you wish to register. Repeat this process for all other Alternate Brand Names associated with this EPA Registration Number that you want to be registered for use in Massachusetts. You will be prompted to upload associated labeling and safety data sheets on the following page.

Showing 0-0 of 0

New Brand Name
No records found.

[Add a Row ▾](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application >](#)  [Save and resume later](#)

Simply Click Continue Application

Step 2: Documents > Page 1 of 1

Please find below a list of documents that are required to process your registration application.

Click the "Add" button to begin uploading your documents. Select the documents from your computer and then click continue. Select the specific document type from the drop-down list. Add a brief description and save your updates. Repeat these steps for all required documents.

If you are also registering additional brand names, please be sure to upload their corresponding labeling and safety data sheets. After all documents are uploaded and saved, click "Continue Application."

* indicates a required field.

Documents

Please upload the following Required Document(s) which are mandatory to submit this Application:

No Required documents

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

Step 2: Upload Required Documents

Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Product Label
2. Safety Data Sheet

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

[Remove](#)

File:

Click "Add" to begin the process of selecting you ABN labeling and SDS

Description (Maximum 50 characters):



[Save](#)

[Add](#)

[Remove All](#)

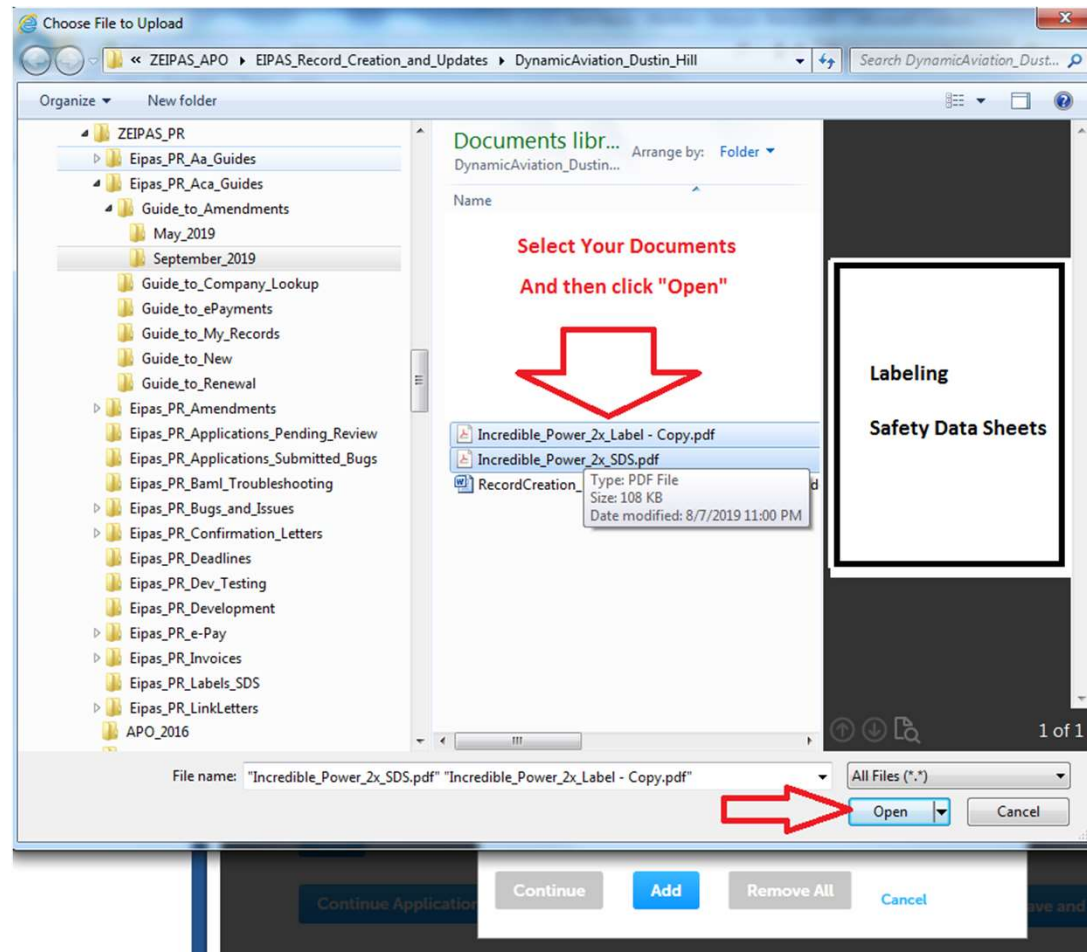
[Overview of Workflow for Documents](#)

1. Add and Select Documents
2. Select File Type and Add Brief Descriptions
3. Click "Save" to Save Changes
4. Click "Continue"

[Continue Application »](#)

[Save and resume later](#)

Step 2: Find and Select the Required Documents for Your Amendment



Step 2: Upload Required Documents and Save Your Work

Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Product Label
2. Safety Data Sheet

Attachment

The process for Adding the required documents is the same for ABNs as it is for New Products!

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Product Label Remove

File: 100%

Description (Maximum 50 characters): Incredible Power 2X

Save Add Remove All

Continue Application » Save and resume later

In Step 2 you need to upload the required documents; such as, labeling and safety data sheets for your ABNs.

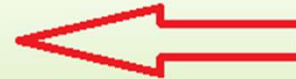
After you upload each required file, e.g. label, safety data sheet, etc., be sure to enter a useful description and click on the "Save" button to save your work.

Then click the "Add" button for any other required documents or click "Continue Application" when completed.

Step 2: Note that Upload was Successful



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.



The system will indicate that your files were
uploaded successfully!

MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application

1 Application Information	2 Documents	3 Review	4 Record Submitted
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Step 2: Documents > Page 1 of 1

Please find below a list of documents that are required to process your registration application.

Click the "Add" button to begin uploading your documents. Select the documents from your computer and then click continue. Select the specific document type from the drop-down list. Add a brief description and save your updates. Repeat these steps for all required documents.

If you are also registering additional brand names, please be sure to upload their corresponding labeling and safety data sheets. After all documents are uploaded and saved, click "Continue Application."

* indicates a required field.

Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Product Label
2. Safety Data Sheet

Step 2: Review File Upload for Desired Changes or Continue the Application

Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Product Label
2. Safety Data Sheet

If you make a mistake or otherwise want to change the file or file name, simply click "Actions" to edit or delete and upload a new file.

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Incredible_Power_2x_SDS.pdf	Safety Data Sheet	108.60 KB	09/12/2019	Actions ▼
Incredible_Power_2x_Label - Copy.pdf	Product Label	108.60 KB	09/12/2019	Actions ▼

All documents Added

Add

Continue Application »

Save and resume later

Step 3: Review Your ABN Application

Home

MDAR Applications

MDAR - Massachusetts Alternate Brand Name (ABN) Product Registration Application

1 Application Information	2 Documents	3 Review	4 Record Submitted
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Step 3: Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

[Edit Application](#)

In Step 3 you will need to review your work for accuracy. If everything is true, accurate, and complete, then check the attestation box -- making that certification and click the "Continue" button. If you need to make changes, click the "Edit Application" button.

Certify Your Application

Applicant Information

Steven Antunes-Kenyon
251 Causeway ST
Boston, MA, 02114

Telephone #: 617-626-1784
E-mail: steve.kenyon2@mass.gov

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any product registration, license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification.

Date: 05/24/2019

Continue Application »

Save and resume later

Step 4: ABN Application Completed

Home

MDAR Applications

MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application

1 Application Information	2 Documents	3 Review	4 Record Issuance
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Step 4: Record Issuance

After completing the review and attestation, the EEA ePLACE Portal provides immediate feedback of your successful submission.



Successfully Completed.



Thank you for using our online services for your submission.
Your Record Number is 19-ABN-000074-AMD.

Please note that you will be receiving email notifications for your submission and the progress of your application. If you did not receive a confirmation email for your submission please contact the HelpDesk service, contact information provided above.

If you need to start a new application, please click Home Button.

Step 5: Go to “My Records” to See Your Amendment

Home  Click the "Home" button to see your "Amendments" in "My Records"

MDAR Applications

MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application

1 Application Information	2 Documents	3 Review	4 Record Issuance
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Step 4: Record Issuance



Successfully Completed.

Thank you for using our online services for your submission.
Your Record Number is 19-ABN-000074-AMD.


Please note that you will be receiving email notifications for your submission and the progress of your application. If you did not receive a confirmation email for your submission please contact the HelpDesk service, contact information provided above.

If you need to start a new application, please click Home Button.

Step 5: See the ABN Application Record Status in My Records

Home


Dashboard My Records My Account Advanced Search ▼



Once you have returned to the "Home" page, click on "My Records" to see the Amendment that you just submitted. Note that it is now "In Review". The MDAR Pesticide Program will now review and approve it--just like all other Renewal and New Product Registration Applications. Once Approved, the "Amendment" hyperlink will be active again and you may once again make additional changes.

▼ MDAR

Showing 1-9 of 9 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	09/12/2019	19-ABN-000074-AMD	MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application	LANXESS CORPORATION - 39967-64		In Review 	

Receive Three e-Mail Messages for Each Amendment/ABN Application

- (1) Proof of Record -- stating what was done in my e-PLACE Portal.
- (2) EIPAS Notification Confirming that an Amendment or Alternate Brand Name (ABN) Product Registration Application was successfully submitted.
- (3) EIPAS Notification indicating the "Authorization" or Product Registration for was amended and the ABN was approved. Attached to this notification will be the revised Registration Confirmation Letter, showing the approved changes or Alternate Brand Name(s).

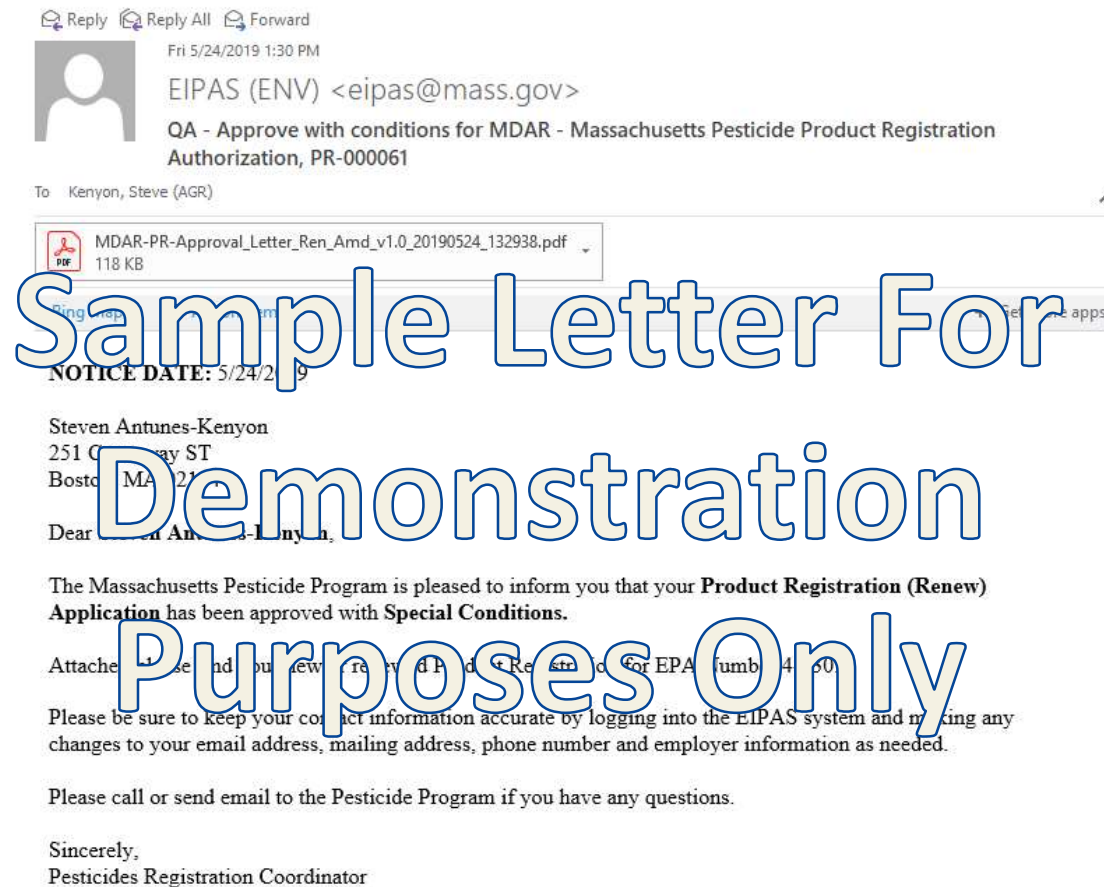
Message 1: Proof of Record



Message 2: Notification of Successful Application Submission



Message 3: Notification of Approval with Attached Confirmation Letter



Attached Confirmation Letter

May 24, 2019

Dow Chemical
Steve Antunes-Kenyon
251 Causeway St
Boston, MA 02114

Sample Letter For
Demonstration
Purposes Only

According to Massachusetts General Laws Chapter 272B, the Massachusetts Pesticide Control Act and Regulations, Chapter 33, Chapter 8, the following information is hereby confirmed.

EPA Registration Number 4-430
MA Registration Number PR-000061
MA Classification Code General Use

ELPAS Pin Record
Number as found in My
Records

List of Product Brand Names
Product Brand Name
MDAR Awesome Bug Killah!
Steve's
MDA

ABNs Added and listed
in the new
Information Letter!

This letter certifies that the above identified product PR-000061, EPA Registration Number 4-430 (along with special conditions, if applicable) is hereby registered for distribution and sale in Massachusetts for a period beginning with the actual registration and continuing until 6/30/2019 pursuant to Massachusetts General Laws.

If you have any questions, please contact Susie Reed, Pesticide Product Registration Specialist at 617-626-1778.

Sincerely,



Taryn LaScola-Miner, Director
Division of Crop and Pest Services

ePLACE Technical Support

- **Need Help?** For technical assistance with the ePLACE website, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)
- You can also email ePLACE_helpdesk@state.ma.us
- For assistance with non-technical questions, please contact the MDAR Product Registration Team.